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Approved For Release 2005/11/21 : CIA-RDP70-00211R000700120030-7

S. Rep. 4

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REPORT SURVEY		1. DATE OF SURVEY	2. TYPE OF REPORT		STAT
		10 November '55	REQUIRED	PREPARED	
3. PERSON TO CONTACT REGARDING REPORT	NAME	COMPONENT	ROOM NO. AND BLDG.	PHONE	
		DD/S - CM	2020 Barton		
4. REPORT TITLE					
No. of Covert Contract Personnel (non-Staff)					
5. AUTHORITIES OR DIRECTIVES REQUIRING THIS REPORT					
DD/P Admin (now SSA-DD/S) memo dtd 5 March '54					
6. REPORTING FREQUENCY (Daily, weekly, monthly, as situations occur, etc.)		7. REPORT FORMAT (Form no., memorandum, machine tabulation, etc.)			
Monthly		Memorandum			
8. DATE REPORT IS DUE		9. NUMBER OF REPORTS RECEIVED/PREPARED ANNUALLY IF REPORT IS A "SITUATION" REPORT			
End of month					
10. OFFICES OR ACTIVITIES REQUIRED TO SUBMIT THIS REPORT		11. DISTRIBUTION OF THIS REPORT			
All DD/P activities, or others with covert personnel.		ORIGINAL: SSA - DD/S COPIES: CM file copies			
12. ESTIMATE OF THE NUMBER OF MAN HOURS REQUIRED TO PREPARE THIS REPORT ONE TIME. INCLUDE MAN HOURS REQUIRED AT ALL LEVELS TO MAINTAIN RECORDS, COLLECT DATA, PREPARE FEEDER REPORTS, AND COMPILER THE FINAL REPORT.					2 hrs.
13. COMPLETE THE FOLLOWING AS APPROPRIATE TO EITHER A "REQUIRED" OR "PREPARED" REPORT, OR BOTH, USING SPACE 14 IF NECESSARY.					YES NO
A. DOES THIS REPORT DUPLICATE IN WHOLE OR IN PART ANY OTHER REPORT? IF SO PLEASE EXPLAIN.					unknown
B. IS THE INFORMATION REPORTED IN MORE DETAIL, SUBMITTED MORE FREQUENTLY, OR GIVEN WIDER DISTRIBUTION THAN IS CONSIDERED NECESSARY TO SERVE THE PURPOSES FOR WHICH THE REPORT WAS ESTABLISHED?					unknown
C. IS THIS REPORT THE RESULT OF AN ADMINISTRATIVE OR PROCEDURAL PROBLEM WHICH SHOULD BE CORRECTED RATHER THAN REPORTED ON?					perhaps
D. COULD THE PURPOSES OF THIS REPORT BE SERVED BY DIRECT SUPERVISION OR INSPECTION, OR BY BRIEFINGS, STAFF MEETINGS, ETC.?					X
E. HAS OFFICE ROUTINE EVER BEEN DISRUPTED OR HAS OVERTIME EVER BEEN REQUIRED TO MEET THE SUBMISSION DATE FOR THIS REPORT?					X
F. DO YOU RECOMMEND THAT THE FORM OR FORMAT OF THIS REPORT BE REVISED WITH RESPECT TO:					N.A.
(1) SPACING? . . . . .					
(2) WEIGHT OF PAPER? . . . . .					
(3) POSSIBLE ELIMINATION OF TRANSMITTAL CORRESPONDENCE? . . . . .					
G. IF THE REPORT IS REPRODUCED BY MIMEOGRAPH, DITTO, MULTILITH, ETC., DO YOU RECOMMEND THE PROCUREMENT OF REPRODUCIBLE MASTERS WITH HEADINGS, LINES, ETC. PREPRINTED THEREON TO EXPEDITE PREPARATION OF THE REPORT?					N.A.
H. WOULD YOUR OFFICE DISCONTINUE:					
(1) MAINTAINING . . . . .					X
(2) COMPILING . . . . .					X
THE DATA BEING SUBMITTED IN THIS REPORT ARE THE REQUIREMENT FOR ITS SUBMISSION WERE RESCINDED?					

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14. REMARKS (If you require this report, briefly state its purpose, and fully justify its continuance. State any contemplated improvements. If the report was established. If you prepare this report, furnish a general opinion of its value. Cite any evidence or lack of evidence that the report is worth its cost. Recommend any improvements, including methods for preparing and submitting the report.)

☐ CONTINUED ON SEPARATE SHEET

REVIEW BY CHIEF OF COMPONENT

RECOMMENDATIONS

DATE

22 Nov. '55

TITLE

Chief, Commercial

DATE SHEET

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THE DATA BEING SUBMITTED IN THIS REPORT IS THE REQUIREMENT FOR ITS SUBMISSION WERE DISCLOSED?				

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